

Poster Preparation Guidelines

1. The poster must be composed in wide screen/ landscape mode format using PowerPoint. It must contain only one slide. It must be readable when displayed as a pdf file in the full screen mode. A template (A0 size in landscape format) is attached for ready reference.
2. The file size must not exceed 10 MB. The file should be named as **Poster ID- First Name** of the **Presenting Author**. Ex. P-00X-ABCD.
3. The poster should be uploaded as a **single page pdf** file at <https://forms.gle/qn1fFAxFjw3jfVXJ8> on or before August 22, 2021. In case there is a problem in uploading, you may send the poster pdf file to tfl.conf@gmail.com.
4. It must not contain any videos, animations, or interactive content.
5. It should contain at least the following information: Title, names and affiliations of the authors, email address of the corresponding author, introduction, background/rationale, method, results, conclusions, references, and acknowledgements. The name of the presenting author must be underlined. Use bullets and numbering to make the text more readable.
6. Each poster will be given a separate virtual room where participants and poster award judges may visit and ask questions.
7. The presenter is encouraged to have a 3-minute talk ready. This will help while discussing the work with the participants and judges. The presenting author is expected to be available in the virtual room during the entire time of the poster session.
8. A poster will not be judged by the poster award judges unless the presenting author is available to describe his/her work when they visit the poster virtual room.
9. The link and instructions to join and present poster through WebEx platform will be shared shortly.
